

Kindergarten Skills Checklist by Topic

General

The students will be able to ...

- Describe uses for the computer.
- Recognize hardware components for desktop computers and laptops.
- Understand the rules for using technology.
- Turn on desktop computers or laptops.
- Understand the login steps and log in using their Mayfield usernames and passwords.
- Practice mouse skills using a variety of websites.
- Understand the purpose of software.
- Log off.

Microsoft Word

The students will be able to ...

- Open and close Microsoft Word.
- Type words with uppercase and lowercase letters.
- Use the Shift key to capitalize letters.
- Use the Spacebar and Enter key to move the cursor.
- Type words, numbers, and sentences with spaces between the words and a punctuation mark at the end.
- Maneuver the cursor using the Arrow keys, Backspace, and Delete.
- Format text in a Word document by changing the font type, color, and size.
- Type and format a document.
- Insert clipart into a document.
- Save documents to their H: Drives.
- Retrieve documents from their H: Drives.

World Wide Web and Research

The students will be able to ...

- Gather information through reading, listening and exploring.
- Complete a teacher-created template.
- Type and format a report.
- Insert an image into a report.
- Save documents to their H: drives.
- Retrieve documents from their H: Drives.